



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

June 24, 2011

ADDENDUM No. 1 TO ALL OFFERORS:

Request for Proposals: CVS-11-083
Titled: Family Strengthening Initiative
Dated: June 1, 2011
Proposals Due: August 1, 2011
Pre-proposal Conference: June 10, 2011

The above is hereby changed to:

1. **Reference RFP, Section V, Evaluation and Award Criteria:** Delete the paragraph titled "Award to Multiple Vendors" in its entirety and replace with the following:

BEST VALUE AWARD(S): Selection shall be made of two or more applicant(s) deemed to be fully qualified and best suited among those submitting best value proposals on the basis of the evaluation factors included in this solicitation, including price, if so stated. Negotiations shall be conducted with the Applicant(s) whose proposal(s) represent the most advantageous and best offer. Awards will be made on a best value basis to the Applicant(s) which, in its opinion, represents the best overall combination of quality, price, and various elements of required goods/services, as stated in this solicitation, that in total are optimal relative to the agency's needs. The Commonwealth may cancel this solicitation or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359 D). The award document will be contract incorporating by reference all the requirements, terms and conditions of the solicitation and the applicant's offer as negotiated.

2. See "Responses to Pre-proposal Conference Questions"

Note: A signed acknowledgement of this addendum (with necessary copies) must be received at the location on the RFP prior to the proposal date and hour and attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original document must be signed.

Very truly yours,

Robert Earley
Contract Officer
robert.earley@dss.virginia.gov

Name of Agency

Signature / Title

Date

RFP Number: CVS-11-083
Strengthening Families Initiative
Responses to Pre-Proposal Conference Questions
Friday, June 10, 2011

1. Can applicants partner with another state agency when applying or only partner with a local department of social services?

Yes. The funding for this RFP supports the development of family strengthening projects that create strong partnerships at a state and local level and between faith-based partners, public and private organizations, and other stakeholder groups. Eligible lead applicants include non-profit organizations, faith-based organizations, and collaborative partnerships made up of public and private sector agencies located in the Commonwealth of Virginia. Given the broad reaching community-based focus of this initiative, applicants may include a variety of partners. While another state agency may not be the lead applicant, non-profit agencies and faith-based organizations may partner with another state agency other than DSS.

Where multiple organizations and agencies are involved in one proposal, a lead agency and fiscal agent must be identified. The applicant must be the lead agency. If an agency other than the applicant is to serve as the fiscal agent, that organization must sign an additional document after the award (such document will confirm the intent of the organization to comply with state and federal fiscal requirements). Once an award is made, the fiscal agency must also identify a contact if one has not already been specified in the proposal.

Organizations and agencies that are pending incorporation and/or pending approval of the 501(c) 3 status of the IRS code as of July 1, 2011, are not eligible to apply.

2. Do all primary activities have to be directly related to non-custodial fathers?

No. The primary focus of this funding opportunity is on strengthening the non-custodial father's everyday emotional and financial role in the family and in the lives of his children. The objective of PSSF funding is to provide culturally sensitive community-based services that promote safe and stable living situations for children and families to prevent out-of-home placements.

The three goals that are supported by this grant opportunity include (1) reducing non-marital births, (2) connecting and reconnecting fathers with their children, and (3) encouraging the formation and maintenance of safe, stable, intact, two-parent families. In order to achieve measurable short-term, intermediate and long-term outcomes projected for this initiative a combination of targeted client activities and services focusing both parents may be included in applicant proposals. The initiative anticipates receiving proposals that offer activities and services to married couples, parents in committed relationships, divorced parents, single parents, and youths, as well as non-custodial fathers designed to alleviate stressful family situations to help parents care for their children's well-being before a crisis occurs. The proposed program must connect families with available community resources and supportive networks which assist parents with child rearing.

Please see Section III-B Focus Areas, pages 7 -10 for further guidance.

3. Do activities related to healthy marriage and relationships have to link directly with non-custodial fathers too?

No. All proposals do not have to involve non-custodial fathers in the proposed programs and services. DSS is interested in receiving proposals that strengthen marriages and couple relationships. Proposals may target custodial parents and parents of children in committed relationships. Research indicates that father absence and too many fathers —whether married, separated, divorced, or never married — do not fulfill their financial, social, or moral responsibilities to their children. It is expected that programs will complete a family assessment to determine whether child abuse and neglect or other forms of family violence has occurred. It should be documented whether both parents mutually agree to participate in the proposed activity or service. Programs and services should be based on evidenced-based practice and designed to ensure child well-being with a focus on enhancing couple relationships and co-parenting. Research indicates that well-run programs that fully engage fathers influence family outcomes. Other studies have emphasized the important positive role that fathers can play in their children's lives, and how healthy marriage, responsible fatherhood and domestic violence supporters can collaborate to improve family outcomes.

4. If we plan to provide a cash match, when should it be made available? Does that cash have to be on hand when we submit the proposal, or is there a specific date that it must be put forth? If we currently have money for a program to begin on July 1st and we want to use a grant award to expand the program, could those funds be considered a match?

An applicant's total proposed budget must include a 15.5% local match, preferably some in cash. Federal or state funds cannot be used as match and is supplantation and prohibited. A combination of a cash and in-kind match is allowable. The local match must be reflected in the proposed budget. Applicants are expected to secure the match from a partner agency or other non-federal or state source prior to signing the Intent to Award. Proof of all matched funding must be secured by October 1, 2011 and included with the signed Contract in the form of a Memorandum of Agreement or Letter of Support. Also, applicants should be aware that the federally established Promoting Safe and Stable program is supported by state and local funding and is split accordingly. The federal government provides 75%, the state provides 9.5% and local communities must provide 15.5%. The local percentage must be properly reported in the program budget and will be examined during the award evaluations. Current recipients of a Family and Children's Trust Fund (FACT), Healthy Families, Child Abuse and Neglect Prevention, Employment Advancement for TANF Participants grant; or any other federal or state grant may not use that funding as a local match. Each of the examples mentioned here use a federal or state funding stream and in some case both; and therefore none of the examples meet the local match requirements. The applicant shall not use any funds awarded under this grant to supplant state or local funds, and will use the funds to increase the amount of such funds that would, in the absence of these funds, be made available to promote healthy marriage and stable families.

5. If you do not have cash to put forth, does that make you ineligible or less eligible?

No. A cash match will not be evaluated higher than an in-kind match. However, a cash match does indicate that an applicant is financially solvent and can operate for a reasonable period of time pending receipt of the grant and quarterly reimbursements. The grant funds are not intended to supplant existing resources or to duplicate existing funds. It is expected that this additional source of revenue will encourage and stimulate ongoing contributions from other public and private sources. A local cash match also, provides a means of documenting program sustainability beyond the grant period.

6. In the area of activities that are not allowable under section “E,” what does that mean? Does that mean we cannot make references to the Bible?

Yes. Item “e” listed under Activities Not Allowed, identified under Section I, Purpose; informs all applicants that, religious teachings and the use of religious references such as the Bible, or any form of sectarian worship, cannot be included in any activities or services provided by a funded program. Recipients of services shall not be required to participate in any form of worship, nor coerced to become a member of a faith-based organization in order to receive the services funded by this grant. However, services and programs may be conducted at a faith-based institution’s physical location.

7. I have previous experience working with the Partners for Prevention grant through the Virginia Department of Health. Is this the same grant?

No, this is not the same grant as the previously state funded Partners for Prevention (PIP) grant. However, there are some similarities to the PIP grant. One of the goals of the Strengthening Families Initiative (SFI) is to reduce the number of non-marital births, which was also a key focus under PIP. Former PIP subgrantees may include certain aspects of their PIP funded program in their SFI proposal, which will enable them to meet some of the key requirements of this revised grant opportunity. Please be informed that the SFI, replaces the Family Strengthening & Fatherhood Initiative (FSFI) established in 2010. The initiative name and goals have been changed and new funded added to be in alignment with new Department goals. Additionally, PIP relied on TANF funding, whereas, FSFI and SFI uses PSSF funding. Nor, did PIP require a local match.

8. Just as a point of clarification, we do not have to include all of the groups outlined at the top of page 8, correct?

Yes. A proposal does not have to target each of the target populations. Proposals may target non-custodial and custodial parents, divorced couples, unmarried parents with children and parents of children in committed relationships. Locally identified community needs and target populations to be served must be consistent with the project focus areas guidelines identified in the Request for Proposals (RFP). The targeted population guidelines for this grant opportunity are:

- Families with children under age 19*
- Married or divorced couples*
- Unmarried couples in committed relationships*
- Families living below the federal poverty level*

9. We do a lot of re-entry training for men who may not be currently engaged with their kids. We train some who have established paternity with their children, others who have not, or some that do not have children at all. Can we provide training for them?

If an applicant proposes to focus on the male prisoner re-entry population, then that man should provide proof that he is the legal father. The primary focus of this funding opportunity is on strengthening the non-custodial father’s everyday emotional and financial role in the family and in the lives of his children. However custodial fathers may receive services and male youth may receive services. Applicants should provide justification and rationale for focusing on men who do not have children

Proposals shall identify activities to strengthen families, engage fathers, promote healthy marriages/relationships,

help troubled marriages; or specify activities for parents to develop skills leading to healthy co-parenting and healthy marriages/relationships.

10. If we are trying to reduce non-marital births and if we are working with men in an effort to not have kids before they are married, does that count?

Again, the primary focus of this funding opportunity is on strengthening the non-custodial father's everyday emotional and financial role in the family and in the lives of his children. However, proposals that target, custodial fathers or youth ages 13 – 19, regardless of gender will be considered for funding. Please refer to the examples of desirable project activities intended to address state and local challenges for youth. Unmarried couples in a committed relationship and divorced parents with one or more children also meet the target group criteria. Applicants should be reasonable in their approach and the need for services and activities identified for the intended target groups must be documented in a recent community needs assessment. It is recommended that the needs assessment information included in the proposal contain data collected since 2005.

11. Just for clarification, are they mutually exclusive? How do we indicate the target population if they meet more than one category?

Some of the intended services may meet the needs of one or more of the identified target populations. Some of the eligible clients may fall under one or more categories. Applicants should provide a detailed description of the population(s) it proposes to serve in the Project Narrative.

12. Should salaries be a line item in the budget for a grant manager, direct service staff, etc? If you contract out for services, should it go under the salary portion of the budget?

For a point of clarification, DSS is a grantee of PSSF funding. DSS in turns subgrants the funding to local community-based organizations. The recipients of this funding are "subgrantees or contractors of services." The Budget Summary, Attachment B, includes one line item for subgrantee and contractor program salaries. The Detailed Budget includes line items for various subgrantee and contractor program staff salaries who are employed by the applicant. If a subgrantee decides to subcontract services to a third party (i.e., another provider), the subcontractor's staff's salaries should not be listed on the salary line item in the budget. All subcontractor costs should be included on one or more of the "Other" line items in the Budget Summary and Detailed Budget.

13. If someone just wanted to focus their application on just fatherhood, how would it be viewed?

The primary focus of this funding opportunity is on strengthening the non-custodial father's everyday emotional and financial role in the family and in the lives of his children. The goals of the SFI are (1) reducing non-marital births, (2) connecting and reconnecting fathers with their children, and (3) encouraging the formation and maintenance of safe, stable, intact, two-parent families. Research indicates that families achieve better outcomes and improve child well-being is best improved by increasing a father's emotional and financial involvement with his children.

Responsible Fatherhood is one of four desirable focus areas included in this funding opportunity. The other three focus areas are Healthy Marriage and/or Relationships, Responsible Parenting and Youth Projects. The focus areas carry no weighted value and will be viewed based on the overall proposal and whether or not it

meets the funding requirements. A panel comprised of VDSS staff and individuals having knowledge of various family strengthening strategies will review the proposals and make preliminary programmatic and funding recommendations for contract awards. Proposals will be evaluated using the Best-Value Acquisition procedure.

14. Does the application need to be single or double-spaced?

Ideally, applicants should follow the line spacing format used in the RFP. Line spacing between each sentence must be single spaced. The line spacing between each paragraph must be doubled spaced. Additional Proposal Requirements and Submission Instructions begin on page 11 of the RFP.

15. If we have a supervisor, and we are already paying his/her salary, could we bill it as in-kind?

Yes. This is a good example for a local in-kind match.

16. For the in-kind match, does volunteer time count?

No student intern or any form of volunteer hours can be included as the local in-kind match.

17. I don't want to use funds for brochures, but how do you feel about marketing through public television time and other media mechanisms? If we conduct an awareness campaign, is that allowable?

These are acceptable uses of funding, but should not be the sole purpose of the program, nor consume a considerable portion of the program budget. Please be reminded that funded projects must document measurable positive changes in the lives of the participants and their families throughout the project reporting period. Direct client services should constitute the majority of the total budget.